

U.S. Department of Justice



Do Your Legal Career



JUSTICE

Opportunities for
**ENTRY-LEVEL
ATTORNEYS**
and
LAW STUDENTS
at the
U.S. Department
of Justice



INTRODUCTION

We thank you for your interest in the Department of Justice and for the opportunity to introduce you to the many challenging opportunities available here. This booklet is designed specifically for law students interested in working at the Department during law school, immediately following graduation, or following a judicial clerkship. It provides a brief sketch of all the Department organizations that employ attorneys, explains where the employment opportunities are, and how to apply to each program.

This booklet highlights three of the Department's recruitment programs:

The Attorney General's Honor Program (Honor Program)

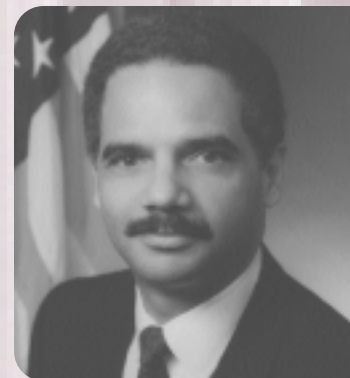
The Honor Program is the Department's entry-level recruitment program and is the only way a graduating law student can be employed at the Department. Students apply in their third year of law school for an entry-level attorney position following graduation. Judicial law clerks and full-time LL.M. candidates are also eligible to apply to the Program. While there are more than thirty separate organizations that employ attorneys in the Department, only nine formally participate in the Honor Program: the Antitrust, Civil, Civil Rights, Criminal, Environment and Natural Resources, and Tax Divisions; the Federal Bureau of Prisons; the Executive Office for Immigration Review; and the Immigration and Naturalization Service. These organizations employ the largest number of attorneys and, consequently, have the greatest need for legal talent. There is a specific application for this program and an absolute deadline date, usually falling in the last week of September. Application procedures and eligibility requirements are fully explained in the first section of this booklet (see page 4). The U.S. Attorneys' Offices do not hire graduating law students and, therefore, do not participate in the Honor Program.

The Summer Law Intern Program (Summer Program)

The Summer Program is the Department's recruitment program for compensated summer internships. Seven organizations formally participate in the Summer Program: the Antitrust, Civil, Civil Rights, Environment and Natural Resources, and Tax Divisions; the Executive Office for Immigration Review; and the Immigration and Naturalization Service. The majority of the students applying for summer internships are in their second year of law school. Graduating law students are eligible for a summer internship before entering a judicial clerkship or full-time LL.M. program. Like the Honor Program, the Summer Program has a specific application and an absolute deadline date, usually in the last week of September. Application procedures and eligibility requirements are fully explained in the first section of this booklet (see page 4). The U.S. Attorneys' Offices do not hire summer interns through the Summer Program.

The Legal Intern Program

In addition to the Summer Program, the Department also recruits legal interns through the Legal Intern Program. While the majority of these legal internships are volunteer (unpaid), there are also work-study internships available as well as a few compensated part-time positions. The internships are highly sought after because they offer the opportunity to develop legal skills while working on challenging assignments. These internships are available during the academic year as well as during the summer. The 94 U.S. Attorneys' Offices recruit significant numbers of interns through the Legal Intern Program. For more information, see page 13.



"Working at the Department of Justice is the most rewarding job imaginable. From their very first day here, our attorneys are given the opportunity to handle matters that are important and challenging, and that make a real difference in people's lives. I know this to be true: my first legal job was here at the Department. I encourage you to put your talents and abilities to the test. Become a part of the Department of Justice team."

Eric H. Holder, Jr.
Deputy Attorney General

**Attorney General's
Honor Program
Criminal Division, 1976**

**Summer Law Intern
Criminal Division, 1975**

This booklet is divided into three major sections:

- The first section describes both the Honor and Summer Program and provides information about applying for employment:
 - eligibility requirements
 - application procedures
 - interviews
 - offers and salaries
 - conditions of employment
 1. security and suitability issues
 2. citizenship
 - geographic assignments
 - frequently asked questions

This section also explains the Legal Intern Program, including eligibility requirements and the application process.

- The second section describes the organizations in the Department that employ attorneys. The organizations that employ more than 100 attorneys are profiled. The first nine of these organizations formally participate in the Honor Program. These same organizations formally participate in the Summer Program with the exception of the Criminal Division and the Federal Bureau of Prisons. The remaining organizations that employ more than 100 attorneys (the United States Attorneys' Offices and the United States Trustees' Offices) do not formally participate in the Honor or Summer Program at this time. Their profiles are followed by brief descriptions of Department organizations that employ less than 100 attorneys. The organizations which do not formally participate in the Honor or Summer Program nonetheless do occasionally hire Program applicants as entry-level attorneys and summer law interns.
- Individuals interested in employment with the Department outside of the Washington Metropolitan Area should take note of the third section of the booklet, the "Directory of Field Office Locations Employing Attorneys." This directory provides information about Department field offices in specific geographic areas.

Additional information on the Honor, Summer and Legal Intern Programs can be found on the Office of Attorney Personnel Management (OAPM) web site:
<http://www.usdoj.gov/oapm/>.

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LEADERSHIP OFFICES

OFFICE OF THE ATTORNEY GENERAL

Total No. of Attorneys: 7
Web address: www.usdoj.gov/ag

As head of the Department of Justice and chief law enforcement officer of the Federal Government, represents the United States in legal matters generally and gives advice and opinions to the President and the heads of the executive departments of the Government when so requested.

OFFICE OF THE DEPUTY ATTORNEY GENERAL

Total No. of Attorneys: 10
Web address: www.usdoj.gov/dag

Advises and assists the Attorney General in formulating and implementing Department policies and programs; provides overall supervision and direction to all Department organizations, and coordinates all of the Department's criminal justice functions.

OFFICE OF THE ASSOCIATE ATTORNEY GENERAL

Total No. of Attorneys: 2
Web address: www.usdoj.gov/aag

Advises and assists the Attorney General and the Deputy Attorney General in formulating and implementing Department policies and programs pertaining to a broad range of civil justice, federal and local law enforcement, and public safety matters.

OFFICE OF THE SOLICITOR GENERAL

Total No. of Attorneys: 20
Web address: www.usdoj.gov/osg

Supervises and conducts Government litigation on behalf of the United States in the Supreme Court. The Solicitor General determines the cases in which the United States will seek Supreme Court review and the position the United States will take before the Court. Deputy Solicitors General and Assistants to the Solicitor General participate in preparing the petitions, briefs, and other papers filed by the United States in its Supreme Court litigation. Oral argument in the vast majority of these cases is presented by the Solicitor General or one of the Deputies or Assistants. The Solicitor General also reviews all cases decided adversely to the United States in the lower courts to determine whether, and to what extent, they should be appealed and determines whether the government will intervene or participate amicus curiae in cases in any appellate court, or in any trial court in which the constitutionality of an act of Congress is challenged.



This artist's sketch depicts Lawrence G. Wallace, Deputy Solicitor General, making his 141st oral argument before the United States Supreme Court (surpassing the number of arguments made by any other advocate before the Supreme Court in the 20th Century). It was presented to Mr. Wallace by Attorney General Janet Reno at a reception held in his honor.

FUNCTIONS AND ORGANIZATIONS OF THE UNITED STATES DEPARTMENT OF JUSTICE

OFFICE OF THE ATTORNEY GENERAL

Established 1789

DEPARTMENT OF JUSTICE

Established 1870

Address:

950 Pennsylvania Avenue, NW
Washington, D.C. 20530-0001

No. of Attorneys Nationwide:

Approximately 9,200

Functions: As the largest law firm in the Nation, the Department of Justice serves as counsel for its citizens. It represents them in enforcing the law in the public interest. Through its thousands of lawyers, investigators, and agents, the Department plays a key role in protecting against criminals and subversion, in ensuring healthy competition of business in our free enterprise system, in safeguarding the consumer, and in enforcing drug, immigration, and naturalization laws. The Department also plays a significant role in protecting citizens through its efforts for effective law enforcement, crime prevention, crime detection, and prosecution and rehabilitation of offenders. Moreover, the Department conducts all suits in the Supreme Court in which the United States is concerned. It represents the Federal Government in legal matters generally, rendering legal advice and opinions, upon request, to the President and to the heads of the executive departments. The Attorney General supervises and directs these activities, as well as those of the U.S. Attorneys and U.S. Marshals in the various judicial districts around the country.

ORGANIZATIONS OF THE U.S. DEPARTMENT OF JUSTICE

(approximate number of attorneys in parentheses):

Leadership Offices:

Office of the Attorney General (7)
Office of the Deputy Attorney General (10)
Office of the Associate Attorney General (2)
Office of the Solicitor General (20)

Management Offices:

Justice Management Division (40)
Office of Dispute Resolution (2)
Office of the Inspector General (15)
Office of Legislative Affairs (10)
Office of Professional Responsibility (20)

Litigation Divisions and Offices:

Antitrust Division (360)
Civil Division (700)
Civil Rights Division (275)
Criminal Division (450)
Environment and Natural Resources Division (420)
Tax Division (355)
United States Attorneys' Offices (including Executive Office for U.S. Attorneys) (4,870)

Legal and Policy Offices:

Community Relations Service (1)
Executive Office for Immigration Review (370)
Foreign Claims Settlement Commission (2)
Immigration and Naturalization Service (610)
Office of Community Oriented Policing Services (5)
Office of Information and Privacy (20)
Office of Intelligence Policy and Review (20)
Office of Intergovernmental Affairs (3)
Office of Justice Programs (40)
Office of Legal Counsel (20)
Office of Policy Development (25)
Office of Tribal Justice (3)
Professional Responsibility Advisory Office (2)
United States Trustees' Offices (320)

Investigatory and Law Enforcement Offices:

Drug Enforcement Administration (45)
Federal Bureau of Investigation (65)
(this figure includes non-agent attorneys only)
Federal Bureau of Prisons (120)
International Criminal Police Organization—
U.S. National Central Bureau (1)
National Drug Intelligence Center (1)
Office of the Pardon Attorney (6)
United States Marshals Service (15)
United States Parole Commission (5)

Total attorney employment: 9,255

ATTORNEY GENERAL'S HONOR PROGRAM AND SUMMER LAW INTERN PROGRAM ELIGIBILITY/APPLICATION PROCEDURES

The Attorney General's Honor Program and Summer Law Intern Program are administered by:

Office of Attorney
Personnel Management
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Main Building
Washington, DC 20530-0001
Telephone: 202-514-3396
(Recorded Information)



Summer Law Interns Kelli McTaggart (seated), Rex K. Lee (left), Taiawagi Helton (center), and Amy Gaynor. Mr. Lee and Ms. Gaynor were both hired as attorneys through the Honor Program.

The Attorney General's Honor Program (Honor Program) is the Department's recruitment program for entry-level attorneys and is the only means for hiring graduating law students. The Summer Law Intern Program (Summer Program) is the Department's recruitment program for compensated summer law interns. Both programs are highly competitive; hiring organizations review many elements of a candidate's background before selecting him/her for employment, including: academic achievement, law journal experience or other published articles, moot court experience and competition, legal aid and clinical experience, and summer or part-time employment. Organizations are also interested in specialized academic studies, work experience and extracurricular activities that are directly related to their fields of expertise.

ELIGIBILITY

You are eligible to apply to the Honor Program IF:

- You are a third-year law student who will complete your studies in the winter (December/January) or in the spring/summer (May/June) following the fall in which you apply to the program; OR
- You will be a full-time graduate law student in the last year of study by the fall in which you apply to the program. Your graduate study must immediately follow law school graduation with no significant post-J.D. employment and must be full-time for the duration of study; OR
- You will be a Judicial Law Clerk prior to the application deadline and will complete your clerkship in the fall or winter in which you will begin your employment with the Department. Your clerkship must be your first significant legal employment following your graduation and, generally, must begin no later than nine months post-J.D. You may serve in a judicial clerkship(s) for no more than three years. *If your clerkship ends before October 1st of the year in which you apply, you are not eligible to apply to the Honor Program; you should apply for employment with the Department through the Lateral Attorney Recruitment Program (LARP).*

You are eligible to apply to the Summer Program IF:

- You have completed **at least one semester** of law school by the fall in which you apply; OR
- You will enter your second year of law school in the fall of which you apply; OR
- You will graduate from law school in winter or spring/summer following the fall in which you apply and will enter a judicial clerkship or full-time graduate law program in the fall following your internship.
- *NOTE: First-year, first-semester law students are not eligible to apply to the Summer Program.*

APPLICATION PROCEDURES

Unlike other recruitment programs within the Department, both the Honor Program and Summer Program require that candidates submit a specific application package by a **receipt** deadline date in late September each year, which means that the application must be received in our office, not just postmarked by a specific date.

The applications for both programs are easy to complete; each is a one-page, double-sided form to which candidates attach a transcript and resume (the application “package”). We ask candidates to submit an original and three copies of the application “package” in a manner which ensures its arrival in our office by the specified **receipt** deadline.

Honor candidates apply for positions which begin approximately one year following the application deadline; Summer Program candidates apply in the fall for internships for the following summer.

Each year, applications are sent to law school career services offices throughout the country during the month of August. Applications can also be downloaded from the Department’s web site: <http://www.usdoj.gov/oapm/> from approximately August 1st through the final business day prior to the **receipt** deadline. Honor Program applications are also sent to the chambers of all federal judges and to the central administrative office for each state court. The applications for each Program change each year. Be sure you review and complete the appropriate application to ensure that you have the most current information available.

Each program operates within a finite time frame:

- **August 1st until the receipt deadline in late September** - candidates submit application packages
- **first two weeks in October** - DOJ reviews packages and selects candidates for interviews
- **third week in October** - DOJ notifies candidates selected for interviews
- **first two weeks of November** - DOJ conducts interviews at regional interview sites and in Washington, DC
- **third week of November through early January** - DOJ selects finalists and extends offers

Specific information such as the **receipt** deadline date, dates and locations for regional interview sites and organizations participating in the Programs is outlined in the application for each Program.



Eleanor A. Barry, Assistant Director, Office of Attorney Personnel Management, who is responsible for the administration of the Attorney General’s Honor Program and Summer Law Intern Program, addresses Department interns at the annual Summer Law Intern Briefing.

“Shortly after I started work in the Tax Division’s Criminal Enforcement Section, the Section Chief handed me the records of an Internal Revenue Service investigation and asked me to determine whether criminal prosecution was warranted. A steady stream of interesting projects followed, ranging from determining the admissibility of a drug expert’s testimony to responding to a defendant’s preliminary motions. I was also impressed with the flexibility in accommodating my schedule since I was studying for a bar. My managers knew when I attended classes and checked to make sure that I wasn’t overwhelmed by my assignments. It was an exciting summer with a happy ending . . . I passed the bar!”

Edward Crooke
Summer Law Intern
Tax Division

“I cannot imagine a more rewarding summer experience as a law student than the one I had at the Tax Division. To ensure that I had a worthwhile legal experience, attorneys entrusted me with challenging responsibilities. Since tax law permeates a large sphere of human affairs, the stories behind the cases I worked on were as colorful as life itself. I worked on cases that involved transactions all across the country as well as across oceans - to China, Saudi Arabia and the South Pacific Island of Vanuatu. I traveled to Las Vegas where I attended depositions and a court hearing. Moreover, my section’s congenial but dedicated work culture provided me with all the resources and support I needed to complete my assignments without constant or patronizing supervision. While every summer intern’s experience is unique, mine was certainly beyond my expectations.”

Rex K. Lee
Summer Law Intern
Tax Division



Summer Law Intern
Alvin Bragg

"The amount of responsibility given to interns and the significance of the Government's work provided me with an unparalleled opportunity to be involved in civil rights litigation. My first observation about the Employment Litigation Section was the level of commitment that the attorneys and staff demonstrated in every aspect of their work. Their enthusiasm and dedication enriched my summer and inspired me to remain involved in efforts to combat discrimination and prejudice. Section attorneys provided summer interns with interesting and practical assignments. All of my research projects involved issues that were fundamental to open cases. Assignments were also designed to be learning experiences. Each intern was exposed to all the different types of cases for which the Section is responsible. I also drafted motions, helped attorneys prepare for depositions, and observed interviews of potential witnesses for trial. I thoroughly enjoyed my experience. I am confident that anyone who interns in the Civil Rights Division will enjoy working with and learning from exceptional litigators who truly are interested in the professional development of future attorneys."

Alvin L. Bragg
Summer Law Intern
Civil Rights Division

INTERVIEWS

Attorneys from the participating organizations conduct interviews for both the Honor and Summer Program at thirteen or fourteen law schools (regional sites) located throughout the country and in Washington, DC. We try to interview at sites convenient to all the law schools that participate in the Honor and Summer Programs; however, we must also select sites which can provide the Department with sufficient space for the interviewing attorneys. For this reason, we allow candidates to select any of the regional sites or Washington, DC, for their interview. The Department interviews each candidate only once. There are no "call back" interviews. In addition, not all of the organizations that participate in the Summer Program conduct interviews. Please read the instructions in the application for information about which will conduct interviews for the Summer Program.

OFFERS

The hiring organization notifies candidates it has selected to receive an offer of employment by telephone. Organizations begin making offers in mid-November and continue through December and January. We provide specific information in the application instructions for candidates who have competing offers and who would like to assess their chances of receiving an offer from the Department.

SALARIES

Honor Program

| | | |
|--|----------------|----------|
| ■ Candidates with J.D. degree | GS-11, step 1 | \$42,724 |
| ■ Judicial Law Clerks (1 year clerkship) | | |
| ■ Candidates with LL.M. degrees | GS-12, step 1 | \$51,204 |
| ■ Judicial Law Clerks | | |
| (2-3 years of clerkships) | GS-13, step 1* | \$60,890 |
| * at the discretion of the hiring organization | | |

Summer Program

| | | |
|-------------------------------------|---------------|----------|
| ■ Candidates with less than | GS-5, step 1 | \$23,304 |
| 2 years of law school | | |
| ■ Candidates with 2 years completed | GS-7, step 1 | \$28,866 |
| ■ Candidates with J.D. degree | GS-11, step 1 | \$42,724 |

Salaries quoted are for the Washington, DC/Baltimore Metropolitan Area as of January 2000. Specific General Schedule salaries for other localities are available on the Internet: <http://www.opm.gov>.

LENGTH OF APPOINTMENT

With the exception of the Executive Office for Immigration Review (EOIR), Honor Program appointments are for permanent attorney positions. EOIR hires candidates for one- or two-year clerkships. All entry-level attorneys are required to pass a bar examination and be active members of the bar (any jurisdiction) within 14 months of entry on duty. Summer law interns generally work approximately 90 days between early May and late September. Candidates are usually allowed to "split" their summer employment; however, all organizations require a minimum commitment of 6 to 8 weeks.

CONDITIONS OF EMPLOYMENT

Department attorneys hold positions of high public trust. Prior to finalizing an appointment

as an Honor Program attorney, candidates must undergo a full-field background character investigation conducted by the Federal Bureau of Investigation (FBI). The investigation includes a complete name and fingerprint check; checking and interviewing references, close personal associates, former spouse(s), former employers, co-workers, neighbors, landlords and educational institutions; and a complete check of credit, military, tax and police records. The background investigation covers a period of seven to ten years.

Summer interns are subject to a complete name and fingerprint check. In addition, interns' pre-employment forms are thoroughly reviewed to determine suitability for employment. Both Honor Program attorneys and Summer Law Interns must produce satisfactory results from a drug test which screens for current illegal drug use.

The most common issues that arise in background investigations are: past unlawful use of drugs, failure to fulfill tax obligations, and failure to comply with financial obligations. After an applicant has received an offer of employment from the Department, OAPM can advise him/her as to any issues regarding potential suitability problems.

Candidates for both programs are subject to a residency requirement. Any candidates who have lived outside of the U.S. for three of the past five years may have difficulty being approved for appointment by the Department's Security staff. (Federal or military employees, or dependents of federal or military employees, serving overseas are excepted from this requirement.)

CITIZENSHIP

Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review. Non-U.S. citizens may apply for attorney positions or internships with other Department organizations, but appointments are extremely rare; an appointment or internship would be possible only if necessary to accomplish the Department's mission and would be subject to statutory restrictions on the expenditure of funds and strict security requirements. Dual citizens of the U.S. and another country are reviewed on a case-by-case basis.

GEOGRAPHIC ASSIGNMENTS

The majority of entry-level attorney positions and legal internships are in the Washington, DC Metropolitan Area. The Antitrust Division, the Executive Office for Immigration Review and the Immigration and Naturalization Service hire Honor Program attorneys for positions outside of Washington, DC. The Antitrust Division and the Executive Office for Immigration Review offer summer internships outside of Washington, DC.

OTHER SOURCES OF INFORMATION

The Internet

Information on the Attorney General's Honor Program and Summer Law Intern Program can be found on the OAPM web page: <http://www.usdoj.gov/oapm/>. The DOJ home page (<http://www.usdoj.gov>) contains detailed information about the Department and each of its organizations. If you are interested in employment with the Department, we urge you to consult the OAPM home page for the most current information.

Recorded Information

You may call (202) 514-3396 for recorded information (available 24 hours a day) on the eligibility and application requirements for the Honor Program (select option 1). The OAPM TDD number is (202) 616-2113.

"The attorneys in the Indian Resources Section were committed to providing challenging assignments that allowed me to combine my varied interests. My first case involved preservation of hunting and fishing rights. At the same time, I worked on a land rights case, water rights litigation, First Amendment issues, and Freedom of Information Act requests. I was treated as a colleague by the attorneys with whom I worked and was given a great deal of responsibility. I was also encouraged to pursue an understanding of the 'big picture'. My experience at the Department of Justice was exciting, rewarding and educational. The summer furthered my professional development, gave me a greater understanding of the law, and provided a clearer vision of my career path. I left with a sense of fulfillment, knowing that I contributed meaningfully to important litigation."

Taiawagi Helton
Summer Law Intern
Environment and Natural
Resources Division

FREQUENTLY ASKED QUESTIONS

During the year, members of the OAPM staff travel to job fairs, law schools and conferences where they meet or address law students and judicial clerks interested in applying to the Honor or Summer Program. These individuals often ask questions about the programs. Following are many of the questions that are asked time and time again. We hope they will answer some of yours.

Why am I allowed to select only two organizations to review my application?

Both the Honor Program and Summer Law Intern Program operate within very tight time constraints. Between mid-August and the end of September, we receive approximately 2500 Honor Program applications (for an average of 150 positions) and approximately 2000 Summer Program applications (for an average of 130 positions). Each of these applications must be reviewed for eligibility, coded and entered into a database, and forwarded to the selected organizations for review. The organizations must select candidates they want to interview by mid-October, and we must coordinate their selections into an efficient interview schedule which begins approximately one month after the application deadline. Because each candidate is being considered by two organizations, we are, in effect, dealing with double the number of applications we actually received. If we allowed candidates to select a third organization, we would have to process triple the number of applications received. Our limited staff reaches its saturation point at the two-selections level, and we simply cannot handle any more.

Do I have to select two organizations if I am only interested in working for one?

No. Actually, a candidate should select two organizations only if he/she is interested in working for either. Organizations review all applications and select **one** pool of applicants to be interviewed. If a candidate is selected for an interview and declines it because he/she is not interested in working for that particular organization, he/she has taken an interview slot from someone who is interested in working for the organization. So, while we invite you to select two organizations, and most candidates do so, please limit yourself to one if it is the only one you are interested in.

The entry-level attorney program is called the "Honor" Program? Does that mean I have to be in the top 10% of my class to compete for a job offer?

No. Candidates who are employed through the Honor Program are selected on the basis of many factors. Academic achievement is certainly one of those factors; in fact, the majority of those hired are in the top 33% of their class or better. Nevertheless, academic excellence is only one of the factors considered when selecting a candidate for employment. Organizations look for writing skills and experience (e.g., law review), the ability to reason independently and creatively (e.g., moot court competition), clinical/volunteer and work experiences which coincide with the specific work of the division, and extra-curricular activities that indicate a candidate's commitment to public interest. The best candidates for attorney positions through the Honor Program are those with well-rounded backgrounds, illustrating academic achievement, intellectual and analytical thinking, and commitment to the work of a particular component.

What can I do to ensure that my application is fully considered by the Department?

Simple as it sounds, a candidate can ensure that his/her application is fully considered by following the instructions for completing and submitting the application to the Department. Sometimes candidates are extremely disappointed when they discover that they have failed to submit the required information or failed to submit the application on time. Both the Honor Program and Summer Law Intern Program have specific application requirements and an absolute **receipt** deadline date. A candidate can save a lot of time and prevent disappointment by reading the instructions included in the application booklet for each program.

"My experience as a summer intern in the Civil Division was one of the best legal experiences I have had. I served as part of a trial team from the Federal Programs Branch. The trial attorneys involved me as much as possible. I attended depositions, assisted in witness preparation, helped create demonstrative exhibits, and even did some investigation. Just the opportunity to be a part of an entire jury trial in federal court is invaluable experience for anyone who hopes to become a litigator. The other assignments I worked on were also very interesting; one, an important constitutional issue involving Congressional representation. I would strongly encourage any law student who hopes to practice in the public sector, or who wants a unique experience, to apply to the Summer Law Intern Program."

Kelli C. McTaggart
Summer Law Intern
Civil Division

For example, the instructions in the application specifically ask for four (4) copies each of a candidate's application, his/her resume and an official or unofficial transcript (the application "package"). If a candidate submits an application and fails to attach a resume or transcript, he/she is immediately disqualified because of the missing information. The instructions also advise the candidate that all parts of the application "package" must be submitted together. If an applicant sends a resume with the application, but has his/her law school send a transcript separately, the person would be disqualified because we do not have sufficient staff and/or time to match separate batches of mail.

We also stress in the instructions that the application **receipt** deadline is absolute and that the application must be in our office on or before the specific deadline. Candidates who send in applications that are postmarked on the deadline date are disqualified, as are candidates who do not allow sufficient time for mail delivery.

How can I enhance my chances of being selected for an interview?

The ability to "think on one's feet" and correlate thoughts on paper are important for Department attorneys and interns since they, literally, enter-on-duty one day and begin work on a legal case the next. Writing experience gained working on law review or the ability to think quickly acquired while participating in moot court provide an invaluable background for work at the Department. Clinical, volunteer and work experience that is directly related to the work of the organization considering your application is also an important factor. If, for example, you are thinking of applying to the Executive Office for Immigration Review or the Immigration and Naturalization Service, clinical or volunteer experience in immigration law would be a valuable asset.

What can you tell me about the interviews?

Attorneys from the participating Department organizations interview candidates at a number of regional interview sites throughout the country and in Washington, DC. Interviews last from 30 to 60 minutes. Candidates are asked to bring a writing sample for each interview. Students are notified of their interviews through their career services offices. Judicial law clerks and other candidates in special circumstances (e.g., a candidate studying overseas for a semester) are notified individually. The Department conducts only one interview; there are no "call backs". Expenses incurred traveling to and from interviews are normally the responsibility of the candidate.

How are interview sites selected? Do I have to go to a designated site?

We select sites not only for geographic location, but also for the availability of space for conducting interviews. The Department often needs ten or more rooms for two full days. Many of our regional sites find interview rooms for us by "borrowing" staff and faculty offices. We have tried to provide a reasonably convenient site for all the law schools that participate in our programs; however, candidates can elect to be interviewed at any of the regional sites or in Washington, DC.

If I receive an offer of employment, how much time do I have to respond?

If you receive an offer prior to December 1st, you have two weeks from the day that you receive the offer or until December 1st, whichever is later. After December 1, you have two weeks from the day you receive the offer. The National Association for Law Placement (NALP) requires its members to allow candidates for employment two weeks to make a decision. The Department is a member of NALP and operates under its guidelines.

"One of my first assignments as a summer law intern in the General Counsel's Office of the Immigration and Naturalization Service was to join with another intern to review and comment on a House Bill proposed to recodify the Immigration and Nationality Act. While observing court proceedings at the Immigration Court in Arlington, Virginia, this same issue arose in the context of an oral argument in front of an Immigration Judge. The INS attorney and I discussed the complexities involved in this provision of law. This particular experience illustrates my prevailing perception of my summer experience – how interesting and challenging the work was on a day-to-day basis. My exposure to immigration law was not limited to research and writing, but also involved attending engaging meetings with attorneys and non-governmental human rights agencies and spending two weeks in the Washington District Counsel's Office. My summer experience exceeded my expectations. It was an honor to work with bright, friendly attorneys and a thrill to contribute to their quests for justice."

Amy E. Gaynor
Summer Law Intern
Immigration and
Naturalization Service

"I left the Department of Justice after my summer internship convinced it was the best possible job for a young lawyer. Where else could you work with capable people who clearly care passionately about what they do, on cutting-edge issues, and maintain a manageable life style? As a summer intern, I was immediately included on my case team and treated as a junior attorney. I was given substantial, challenging responsibility from the start. What really distinguishes practice at the Justice Department is the motivation and commitment of the attorneys. It makes a real difference working with colleagues who care deeply about the cases they are working on, and are there to make a difference."

Andrew J. Ehrlich
Summer Law Intern
Antitrust Division

"My summer experience at the Department of Justice was exceptional. The environment was informal and friendly, my supervisor was fantastic, and, fairly quickly, I enjoyed a significant degree of independence. In spite of the independence, I felt that I could always ask for assistance and advice. My primary responsibility was to help write bench memos and draft opinions for the six U.S. Immigration Judges who sat on my court. I was encouraged to learn by doing, so I was able to immerse myself in the applicable law. One of the most rewarding aspects of my work was my exposure to world events and politics. By the end of the summer, I was ecstatic about how much I had learned. I found my experience both challenging and rewarding."

Christopher A. Snyder
Summer Law Intern
Executive Office for
Immigration Review

If I work at the Department during the summer, will that increase my chances of being selected for an Honor Program position?

It can certainly enhance your chances of being considered for an Honor Program position, but it does not guarantee that you will be offered a position. Occasionally, an intern receives an offer at the end of the summer for an Honor Program position after the intern's graduation (we call these "funnel" offers because candidates are being "funneled" from one program into another). However, former summer interns who later apply to the Honor Program are often offered positions with the Department.

Can summer interns "split" a summer between two Department organizations?

Yes. As long as both Department organizations agree, and the intern agrees to work the minimum number of weeks required for each organization. This is a great opportunity for a candidate who is considering permanent employment with the Department to determine which organization is most compatible with his/her career goals and academic and work experience.

How do I find temporary housing in Washington, DC?

Our office provides a "Resource Sheet" to Department organizations that participate in the Summer Program. It provides information about housing, transportation, utilities, newspapers and banking in the Washington Metropolitan Area. The majority of the information cites web pages that are available on the Internet. This information is forwarded to summer interns from the hiring organization.

How much travel is required?

As an entry level attorney, the amount of travel required, if any, depends on the particular organization where you are employed and the nature of its practice. You can expect a moderate to heavy travel schedule in the litigating divisions, whose attorneys often conduct depositions, lead grand jury investigations, and/or appear before federal courts across the country. Other organizations may require little or no travel.

When do attorneys and interns begin employment? Do all attorneys and interns begin work at the same time?

Honor Program attorneys are eligible to begin work any time after graduation and the favorable adjudication of their background investigation. However, each organization determines its own best time frame for candidates to enter on duty. Many attorneys begin work around October 1st (the beginning of the new fiscal year) following graduation. Candidates may delay their entry on duty until the December following graduation if the hiring organization agrees to this delay.

Summer interns may enter on duty as early as the first week of May. All organizations participating in the Summer Program require a minimum commitment of six to eight weeks. Candidates may arrange a mutually agreeable work period with their hiring organization.

How long does the security clearance take? How many years of information do investigators review?

The "full field" background investigation for attorneys can take from four to sixth months to complete; it depends upon the information that is provided in the pre-employment forms submitted by the candidate. For example, if a candidate has lived in five places over a seven year period, it takes longer to complete the investigation than if a person has lived in one place during the same period of time. Depending on the level of clearance required by the employing organization, the investigation covers from seven to ten years of the candidate's history.

Summer law interns are subject to a complete name and fingerprint check, a review of pre-employment forms to determine suitability for employment, and satisfactory results from a drug test which screens for current illegal drug use.

The most common issues that arise in background investigations are: past unlawful use of drugs, failure to fulfill tax obligations, and failure to comply with financial obligations. After an applicant has received an offer of employment from the Department, OAPM can advise him/her as to any issues regarding potential suitability problems.

Must my law school be accredited for me to apply for work at the Department?

Entry-level attorneys are required to pass a bar and be an active member of a bar (any jurisdiction) within 14 months of entry on duty. You must, therefore, attend a law school whose graduates are eligible to sit for a bar exam. If the state in which your law school is located allows only candidates from accredited law schools to sit for the bar exam, your law school must be accredited. If the state in which your law school is located (e.g., California) allows candidates from all law schools in that state to sit for the bar, accreditation is not required.

Since summer law interns are not required to pass a bar exam, accreditation does not apply to the Summer Law Intern Program.

Do advanced degrees (Masters, Ph.D.) make a candidate eligible for a higher salary?

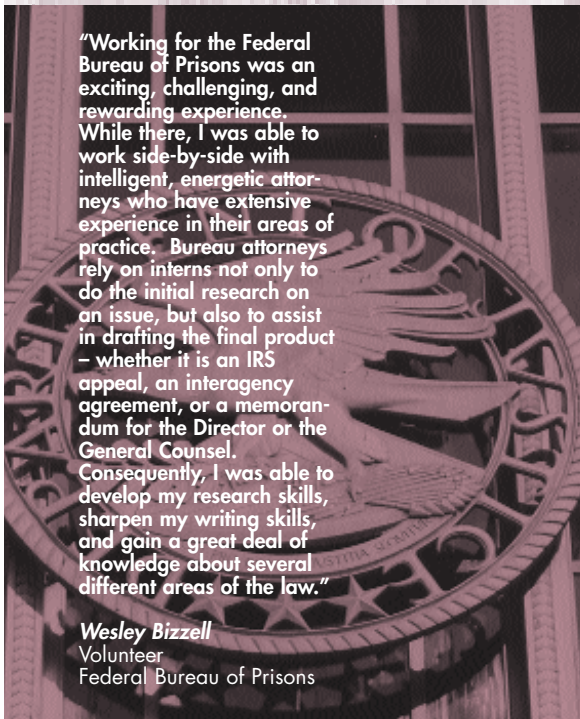
In general, the answer is no. You would certainly not “automatically” qualify for a higher salary. On the other hand, if the advanced degree directly relates to your work within an organization, the organization might promote you more rapidly than it would have otherwise.

What is the Department’s promotion policy?

Attorneys may be considered for promotion from their current GS level (e.g., GS-11) to the next highest GS level (e.g., GS-12) once they have served the minimum time-in-grade. The following chart summarizes the promotion eligibility schedule for attorneys under the General Schedule:

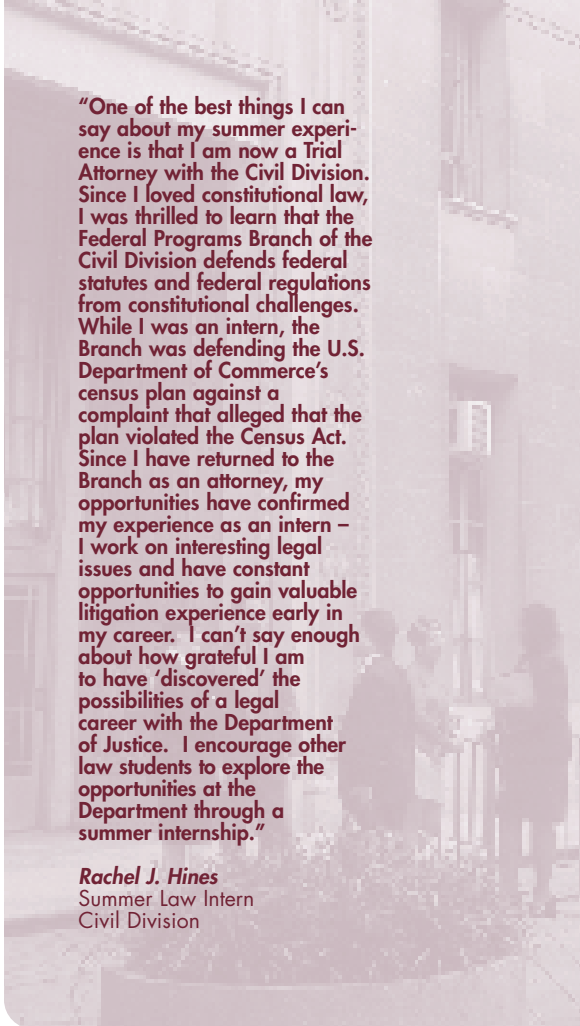
| Grade Level | Minimum Waiting Time for Consideration |
|----------------|---|
| GS-11 to GS-12 | 6 months |
| GS-12 to GS-13 | 6 months (if hired at the GS-12 level; otherwise, one year) |
| GS-13 to GS-14 | 1 year |
| GS-14 to GS-15 | 1 year (with outstanding performance appraisal; otherwise, 18 months) |

It is thus possible for attorneys starting at the GS-11 grade level to reach the GS-15 level in three and one-half years. Please note, however, that some organizations may require longer waiting periods or restrict the grade level to which non-supervisory attorneys may be promoted.



“Working for the Federal Bureau of Prisons was an exciting, challenging, and rewarding experience. While there, I was able to work side-by-side with intelligent, energetic attorneys who have extensive experience in their areas of practice. Bureau attorneys rely on interns not only to do the initial research on an issue, but also to assist in drafting the final product – whether it is an IRS appeal, an interagency agreement, or a memorandum for the Director or the General Counsel. Consequently, I was able to develop my research skills, sharpen my writing skills, and gain a great deal of knowledge about several different areas of the law.”

Wesley Bizzell
Volunteer
Federal Bureau of Prisons



“One of the best things I can say about my summer experience is that I am now a Trial Attorney with the Civil Division. Since I loved constitutional law, I was thrilled to learn that the Federal Programs Branch of the Civil Division defends federal statutes and federal regulations from constitutional challenges. While I was an intern, the Branch was defending the U.S. Department of Commerce’s census plan against a complaint that alleged that the plan violated the Census Act. Since I have returned to the Branch as an attorney, my opportunities have confirmed my experience as an intern – I work on interesting legal issues and have constant opportunities to gain valuable litigation experience early in my career. I can’t say enough about how grateful I am to have ‘discovered’ the possibilities of a legal career with the Department of Justice. I encourage other law students to explore the opportunities at the Department through a summer internship.”

Rachel J. Hines
Summer Law Intern
Civil Division

BENEFITS AND SERVICES

RESOURCES ON THE INTERNET

Housing

www.apartments.com
www.rent.net
www.SubletSwap.com
www.college.rent.net

Justice Federal Credit Union

www.jfcu.org

Justice Occupational Health Organization

www.joho.org

HONOR PROGRAM ATTORNEYS

- Federal Employees' Retirement System
- Thrift Savings Plan (employees may contribute up to 10 percent of pay, tax-deferred until retirement, with the Government matching contributions up to 5 percent)
- Group life insurance
- Group health insurance
- Annual leave (0-3 years of government service = 13 days per year; 3-15 years of service = 20 days per year; 15+ years of service = 26 days per year)
- Sick leave (13 days per year)
- Entitlement to a generous amount of accrued annual and/or sick leave (or leave without pay) to deal with a family medical crisis or death, or the birth or adoption of a child
- Incentive Awards Program (cash or honorary awards) for superior performance, special acts or services or suggestions deserving recognition
- Worklife Program (dependent care counseling and referral services, regular speaker series on personal and professional topics, manager/employee education on worklife issues, and day care/child development center ["Just Us Kids"])
- Justice Occupational Health Organization state-of-the-art gym (\$260 annual membership)
- Justice Federal Credit Union (full-service financial institution)
- Employee Assistance Program (counseling and referral services)
- Health units (free health awareness/screening programs, emergency response/walk-in care and first aid)
- Employee affinity groups include: DOJ Association of Black Attorneys (contact Daphne McFerren, 202-514-9257, or Rhoda Mims, 202-514-9257); DOJ AHEAD (Association of Hispanic Employees for Advancement and Development) (contact Gerardo Velasquez, 202-353-8645); Indian Trial Lawyers Association of DOJ (contact Lawrence Baca, 202- 514-3874); DOJ Pan Asia Employees Association (contact Byron Wong, 202-305-2991); DOJ Pride (Gay, Lesbian and Bisexual employees), www.geocities.com/westhollywood/7095 (contact Robert Mossy, 202-514-6247)

SUMMER LAW INTERNS DO NOT GENERALLY RECEIVE EMPLOYMENT BENEFITS; HOWEVER, IF A SUMMER INTERN WORKS FOR NINETY (90) DAYS DURING THE SUMMER HE/SHE DOES EARN ANNUAL AND SICK LEAVE. SUMMER LAW INTERNS MAY ALSO JOIN THE DEPARTMENT'S GYM AND THE JUSTICE FEDERAL CREDIT UNION.



LEGAL INTERN PROGRAM

In addition to the Summer Law Intern Program, which is the compensated program for students who have completed two years of law school, the Department also recruits legal interns through the Department's Legal Intern Program. The majority of the internships are for unpaid, volunteer positions during the summer and/or during the academic year. The Department organizations highlighted in this booklet all recruit legal interns and a substantial number of these positions are located in Washington, D.C. Legal internship opportunities are also available nationwide in the 94 U.S. Attorneys' Offices, in the 52 Immigration Courts with the Executive Office for Immigration Review and in Department field offices.

TYPES OF INTERNSHIPS

Under this program, three types of legal internships are available:

- **Volunteer:** The Department recruits approximately 1900 volunteer interns each year. Law students work as volunteers during the academic year and during the summer. These positions are without compensation but are highly sought after because of the responsibility and experience they offer
- **Work-Study:** Some Department organizations have uncompensated positions for course credit or as part of a law school's work-study program. Interested students should contact their law school for specific requirements before applying for these positions
- **Part-time:** There are a limited number of paid, part-time positions (maximum of 20 hours a week) available at the Department

ELIGIBILITY

First-year (second semester), second-year and third-year law students are eligible to apply. First-year, first-semester law students may apply for a legal intern position after December 1 (the Department follows the National Association for Law Placement guidelines which prohibit employment of such students prior to that date). Law students may work in volunteer and part-time positions with the Department only while they are in law school. After graduation, they are ineligible for volunteer positions. (One exception is LL.M. students who are enrolled in school not less than half-time and who are not practicing law. They may apply for legal internships.)

APPLICATION PROCESS

Each Department organization conducts its own hiring for volunteer, work-study and part-time legal interns independently, which means that students should apply separately to each organization in which they have an interest. A partial listing of available internships for the fall, spring and summer, including application procedures and contacts, is available on the OAPM web page: <http://www.usdoj.gov/oapm/>. Additional opportunities may be available in U.S. Attorneys' Offices or other Department organizations. More information about the Legal Intern Program, including links to Department directories of U.S. Attorneys' Offices, Department field offices and Department organizations' web sites, is available on the Department's web page <http://www.usdoj.gov>.



"I came to intern at the Department of Justice because I wanted to capitalize on the practical experience that I could gain here. I have had the opportunity to work on some very high profile cases, and my projects have been both diverse and interesting. My supervisor ensures that I receive practical training rather than spending my whole day in the library. I have become familiar with the programs and processes designed to train new attorneys in the art of lawyering. I have been able to refine my legal skills while advancing social interests in which I, as a U.S. citizen, have a personal stake. Without question, the people are the best part about working here. The open-door policy and team-oriented practice makes for a comfortable atmosphere in which to learn. Questions are encouraged. What's more, each attorney is more than willing to provide honest and constructive feedback and critique."

Heather MacKenzie
Volunteer
Torts Branch
Civil Division

COMPONENTS WITH MORE THAN 100 ATTORNEYS

ANTITRUST DIVISION

Total No. of Attorneys: 360

No. of Honor Program Attorneys Hired Last Year: 21

Web address: www.usdoj.gov/atr

Locations: Washington, D.C.; Atlanta; Chicago; Cleveland; Dallas;
New York; Philadelphia; San Francisco

The Antitrust Division is responsible for promoting and protecting the operation of the free market system by enforcing the federal antitrust laws. The majority of the Division's attorneys are employed in the following ten components and in the Division's seven field offices (approximate number of attorneys in each component/office is indicated in parentheses):

1. Appellate Section (10)

- represents the Division in all appeals to U.S. Courts of Appeals and, in conjunction with the Solicitor General's Office, handles appeals before the U.S. Supreme Court
- files *amicus* briefs in selected private antitrust cases

2. Civil Task Force (25)

- investigates and prosecutes civil non-merger cases, with an emphasis on intellectual property (e.g., copyrights, trademarks, and patents) and international markets
- also enforces antitrust laws in other services and commodities, including those related to sports, music, media, and various consumer products

3. Computer and Finance Section (25)

- responsible for enforcement and advocacy in the banking, insurance, securities, and computer technology industries, and for monitoring regulatory and structural changes in those industries

4. Foreign Commerce Section (10)

- develops Division policy on issues of trade and international antitrust enforcement
- helps administer trade laws and assess competitive aspects of U.S. trade policy
- serves as liaison with international organizations, including antitrust enforcement agencies of the European communities, as well as other countries

5. Health Care Task Force (20)

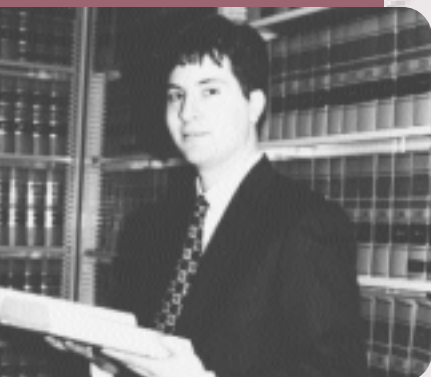
- investigates suspected antitrust violations in the health care industry (e.g., litigation against a dental insurer whose contracts with dentists kept dentists from discounting their fees, and lawsuits pertaining to physician-hospital organizations)
- provides legal guidance to the American health care industry through an extensive business review program

6. Legal Policy Section (10)

- provides analyses of complex antitrust matters and long-range planning projects and programs of interest to the Assistant Attorney General
- conducts studies and makes recommendations relating to Division enforcement policies
- handles the Division's legislative program

7. Litigation I Section (15)

- handles criminal price-fixing and bid-rigging investigations and cases (e.g., a



"I have been working here for just over a year, and the high level of responsibility I am given still amazes me. Each time I meet with opposing counsel for negotiations or witness interviews, the other side of the table is almost always filled with partners and senior associates from major law firms. Although the level of experience on the other side has the potential to be quite intimidating, I have gained confidence knowing that I have the support of the senior members of the team and that I can go to them with questions any time."

Stuart Seaborn
Honor Program Attorney
Antitrust Division

nationwide price-fixing conspiracy by explosive manufacturers, and an international price-fixing conspiracy in the industrial diamond industry)

8. Litigation II Section and Merger Task Force (50)

- assesses the economic impact of proposed mergers in unregulated industries and acts to clear the proposed merger, negotiate a restructuring of the proposal, or file suit to block the merger

9. Telecommunications Task Force (30)

- investigates and litigates violations of antitrust laws in the communications industry
- participates in proceedings before the Federal Communications Commission

10. Transportation, Energy and Agriculture Section (25)

- prosecutes all civil violations, including mergers, in several major industries that are or have been subject to government regulations (e.g., airlines, railroads, oil, gas, etc.)
- intervenes in adversarial proceedings before federal regulatory agencies

11. Field Offices (110) (approx. 10 to 20 in each of the seven field offices)

- handle local and regional criminal investigations and prosecutions (e.g., bid-rigging or fraud by contractors on state, municipal or federal contracts)



CIVIL DIVISION

Total No. of Attorneys: 700

No. of Honor Program Attorneys Hired Last Year: 22

Web address: www.usdoj.gov/civil/home.html

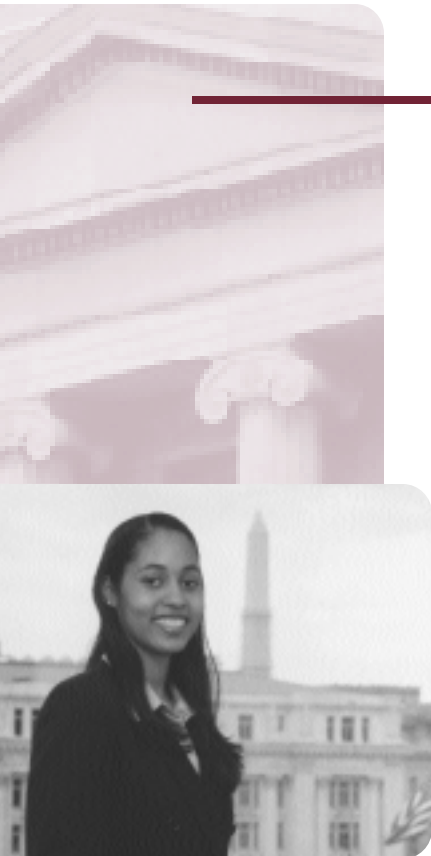
Locations: Washington, D.C.

The Civil Division represents the United States, its departments and agencies, Members of Congress, Cabinet officers and other federal employees in civil litigation. The majority of the Division's attorneys are employed in the following six components (approximate number of attorneys in each component is indicated in parentheses):

1. Commercial Litigation Branch (285)

- prosecutes claims for recovery of monies fraudulently secured or improperly diverted from the U.S. Treasury (e.g., health care or defense contract fraud)
- defends the Nation's international trade policy (e.g., exclusion of "slave" labor merchandise)
- represents the interests of the U.S. in major contract disputes (e.g., cancellation of the A-12 stealth aircraft contract and complex savings and loan litigation)
- defends and asserts the Government's contract and patent rights
- protects the Government's financial and commercial interests in the U.S. and under foreign treaties

Attorney General Janet Reno meets with Assistant Attorney General of the Antitrust Division, Joel I. Klein (left); Christopher S. Crook, Chief, San Francisco Office (center); and other trial staff members for a demonstration of courtroom technology used in the Microsoft trial.



"Young associates in law firms research and write discrete motions, but Department of Justice Honor Program attorneys write key motions which are outcome determinative. While my friends spend hours doing research for motions that other attorneys in their law firm will argue, I actually have the opportunity to go out and argue my own motions, and defend and take depositions for key witnesses. If any of the cases on which I have done extensive work goes to trial, I will go as well. The experience and opportunities that I am gaining from the Department of Justice far outweigh the short term financial gains that I am giving up."

Kirsten Wilkerson
Honor Program Attorney
Civil Division

2. Federal Programs Branch (105)

- litigates on behalf of federal agencies, the President, Cabinet officers and other Government officials
- defends against constitutional challenges to federal statutes (e.g., Line Item Veto Act and Brady Act)
- defends suits to overturn a wide range of Government policies and programs and defends attacks on legality of Government decisions

3. Torts Branch (135)

- represents the United States in suits where monetary judgments are sought for damages resulting from negligent or wrongful acts (e.g., admiralty and aviation tort litigation, medical malpractice, toxic tort litigation, and litigation against tobacco manufacturers for recovery of federal health care costs)
- handles actions involving injury or damage to Government property
- represents federal officials in suits arising from official acts
- handles claims for injuries caused by childhood vaccines and exposure to radiation from Government nuclear testing

4. Office of Consumer Litigation (30)

- through civil and criminal cases, enforces the Nation's consumer protection laws and defends federal agencies that administer consumer protection laws (e.g., food and drug laws, including generic drug manufacturing and tobacco product advertising, and product safety laws)

5. Office of Immigration Litigation (85)

- conducts civil trial and appellate litigation under the immigration and nationality laws (e.g., asylum cases, criminal and terrorist alien litigation and employer sanctions)
- defends against challenges to the Government's immigration policy and enforcement actions

6. Appellate Staff (60)

- handles appeals of cases from all of the Division's branches and offices and from various administrative agencies
- drafts briefs and presents oral arguments in the U.S. Courts of Appeals
- prepares documents for the U.S. Supreme Court, including petitions for *certiorari* and briefs on the merits



Honor Program attorney and Team Leader, Michael P. Milmoie, (seated, center) conducts a vaccine litigation team meeting with section attorneys (left to right): Lynne Harris; Honor Program attorney, Andres Quintana; Tami Parker; and Glenn MacLeod.

CIVIL RIGHTS DIVISION

Total No. of Attorneys: 275

No. of Honor Program Attorneys Hired Last Year: 14

Web address: www.usdoj.gov/crt

Location: Washington, D.C.

The Civil Rights Division is the primary institution within the Federal Government responsible for enforcing federal statutes prohibiting discrimination on the basis of race, age, sex, family status, disability, religion, and national origin. The majority of the Division's attorneys are employed in the following ten components (approximate number of attorneys in each component is indicated in parentheses):

1. Appellate Section (20)

- handles civil rights cases in the U.S. Courts of Appeals and, in cooperation with the Solicitor General, in the Supreme Court (e.g., defends the constitutionality of challenged civil rights statutes)

2. Coordination and Review Section (10)

- coordinates the enforcement by federal agencies of various civil rights statutes prohibiting discrimination in programs that receive federal financial assistance
- investigates complaints of discrimination by recipients of funds from the Department of Justice

3. Criminal Section (35)

- prosecutes violations of federal criminal civil rights statutes, usually involving the deprivation of personal liberties which either cannot be, or are not, sufficiently addressed by state or local authorities (e.g., hate crimes, police brutality, slavery, church arson, etc.)

4. Disability Rights Section (30)

- enforces the Americans with Disabilities Act (ADA) to ensure access to, and nondiscrimination by, private entities (e.g., hotels, theaters, stores) and state and local governments (e.g., courts, prisons) and to combat employment discrimination by state and local governments
- coordinates federal implementation of statutes prohibiting disability discrimination, issues regulations and architectural standards

5. Educational Opportunities Section (20)

- enforces federal laws prohibiting discrimination against students on the basis of race, gender, national origin, language proficiency or disability (e.g., enforces court orders requiring desegregation and initiates litigation such as the Virginia Military Institute and Citadel cases)

6. Employment Litigation Section (30)

- enforces, against state and local government employers, the federal laws prohibiting employment practices that discriminate on the grounds of race, sex, religion and national origin (e.g., initiates litigation challenging hiring/testing practices of police and fire departments as discriminatory against minorities and women)

7. Housing and Civil Enforcement Section (40)

- enforces federal laws which prohibit discrimination in all types of housing transactions, lending and places of public accommodation (e.g., investigates allegations of housing discrimination and initiates litigation in appropriate cases)



"In the Employment Litigation Section, the working atmosphere is relaxed, friendly, and cooperative. New attorneys are given a mix of assignments, including matters of their own as well as assignments to assist more experienced attorneys on complex matters and cases. Within the first few months of my arrival, I was assigned to assist another attorney on a major affirmative action case and was participating in evidentiary hearings, motions practice, and the full range of discovery, from written discovery to expert depositions. Currently, I am working on a broad range of individual and class-oriented Title VII matters in a variety of jurisdictions around the country, as well as several defensive cases involving federal affirmative action programs. My experience with the Civil Rights Division has been all that I hoped it would be: challenging, meaningful work in a positive and cooperative work environment."

Stephen Curran
Honor Program Attorney
Civil Rights Division

8. Office of Special Counsel for Immigration Related Unfair Employment Practices (10)

- investigates and prosecutes allegations of national origin and citizenship status discrimination in employment (e.g., protects the rights of work authorized individuals who face discrimination because they look or sound "foreign" or are not citizens)

9. Special Litigation Section (30)

- enforces federal statutes governing: conditions of institutional confinement, access to reproductive health facilities and places of religious worship and law enforcement misconduct (e.g., investigates abuse and neglect in nursing homes, and investigates allegations of systemic problems – use of excessive force, false arrest, etc. – in law enforcement agencies)

10. Voting Section (35)

- enforces statutes designed to safeguard the right to vote of racial and language minorities, disabled and illiterate persons, and others (e.g., defends constitutionality of remedial redistricting plans)



Civil Rights Division Honor Program attorneys Ana Henderson (left) and Je Yon Jung (center) discuss case management with Trial Attorney Maureen Dulen (right).

CRIMINAL DIVISION

Total No. of Attorneys: 450

No. of Honor Program Attorneys Hired Last Year: 8

Web address: www.usdoj.gov/criminal

Location: Washington, D.C.

The Criminal Division develops, enforces and supervises the application of all federal criminal laws, except those specifically assigned to other divisions. The majority of the Division's attorneys are employed in the following 15 components (approximate number of attorneys in each component is indicated in parentheses):

1. Appellate Section (25)

- prepares briefs and argues Division cases in U.S. Courts of Appeals and drafts briefs and *certiorari* petitions for the Solicitor General for filing in the U.S. Supreme Court

2. Child Exploitation and Obscenity Section (15)

- investigates and prosecutes violations of federal law related to child exploitation, including child pornography, trafficking of women and children for criminal sexual conduct, child abuse on federal lands, and federal child support enforcement

3. Fraud Section (60)

- conducts grand jury investigations and prosecutions in complex, sensitive or precedent-setting fraud and white collar crime cases, and provides on-site litigation support to U.S. Attorneys as needed

4. Computer Crime & Intellectual Property Section (20)

- coordinates domestic and international policy



Staff members of the Computer Crime and Intellectual Property Section, Criminal Division, meet to discuss legislative proposals. Pictured (left to right) are Trial Attorneys Richard Downing, Orin Kerr, and Mark Eckenwiler; Deputy Chief, Philip Retinger; and Paralegal Specialist, Sara Maurizi.

to address many uses of computers in crime; participates in investigation and prosecution of computer crime, intellectual property crime and wiretap crime cases; and, trains prosecutors and agents on high-technology legal issues

5. Internal Security Section (10)

- supervises the investigation and prosecution of cases affecting national security, foreign relations, and the export of military/strategic commodities and technology

6. Asset Forfeiture and Money Laundering Section (35)

- serves as the primary Division component to initiate, coordinate and review litigation, legislation, policies, and procedures in association with other agencies and governments in money laundering and asset forfeiture law enforcement

7. Narcotic and Dangerous Drug Section (40)

- investigates and prosecutes national and international narcotics trafficking and money laundering, and provides litigation support to U.S. Attorneys

8. Organized Crime and Racketeering Section (30)

- coordinates the Department's program to combat organized crime, and supervises the investigation and prosecution of organized crime cases in U.S. Attorneys' Offices

9. Public Integrity Section (30)

- oversees the federal effort to combat corruption through the investigation and prosecution of criminal abuses of the public trust by Government officials

10. Office of Enforcement Operations (40)

- reviews federal electronic surveillance requests, provides advice on the use of federal electronic surveillance statutes, and administers the Federal Witness Security Program

11. Office of International Affairs (45)

- supports the Department's legal divisions, U.S. Attorneys' Offices, and state and local prosecutors regarding questions of foreign and international law and coordinates all international evidence gathering

12. Office of Policy and Legislation (5)

- analyzes policy and management issues related to criminal law enforcement and the criminal justice system

13. Office of Special Investigations (10)

- investigates individuals who took part in Nazi-sponsored acts or persecution abroad and takes legal action to exclude, denaturalize and/or deport them

14. Terrorism and Violent Crime Section (50)

- investigates and prosecutes domestic and international terrorism, violent crime, terrorist fund-raising, and firearms and explosives violations, and provides support and advice to U.S. Attorneys

15. Office of Overseas Prosecutorial Development, Assistance and Training (15)

- provides technical assistance and training support to enhance foreign justice sector development and cooperation



"My development as an attorney has been marked in the short time I have been a Criminal Division attorney. In all the fora in which I represented the United States of America and the Department of Justice, I feel that I made a difference whether it involved trying to reduce the level of violent crime in urban areas or protecting the interests of the United States against terrorists abroad. Only the Attorney General's Honor Program affords a young attorney such an opportunity."

Juan C. Zarate
Honor Program Attorney
Criminal Division

ENVIRONMENT AND NATURAL RESOURCES DIVISION

Total No. of Attorneys: 420

No. of Honor Program Attorneys Hired Last Year: 8

Web address: www.usdoj.gov/enrd

Location: Washington, D.C.

The Environment and Natural Resources Division is the Nation's environmental lawyer. The majority of the Division's attorneys are employed in the following nine litigating sections (approximate number of attorneys in each component is indicated in parentheses):

1. Appellate Section (25)

- handles appeals culminating from the Division's litigating sections, as well as various matters originating in the U.S. Courts of Appeals (e.g., air and water regulation, hazardous substance cleanups, Indian rights, endangered species protection, etc.)
- assists the Solicitor General when the Division's cases reach the Supreme Court

2. Environmental Crimes Section (35)

- prosecutes individuals and industries that have violated laws designed to protect the environment (e.g., Clean Air Act; Comprehensive Environmental Response, Compensation and Liability Act; and, Resource Conservation and Recovery Act)

3. Environmental Enforcement Section (155)

- brings civil enforcement cases on behalf of its client agencies, primarily the Environmental Protection Agency, seeking control of pollution and cleanup of hazardous waste sites (e.g., Exxon Valdez oil spill)

4. Wildlife and Marine Resources Section (20)

- tries both civil and criminal cases under federal wildlife laws and laws concerning the protection of marine fish and mammals (e.g., prosecution of smugglers and black market dealers in protected wildlife)

"Fourteen months after I began work in the Appellate Section of the Environment and Natural Resources Division, I've served as the primary attorney on about two dozen appeals. I've struggled with thorny legal issues and advised agencies on how best to enforce and comply with the multitude of intricate environmental statutes that Congress has enacted. I've filed briefs and argued in appellate courts throughout the nation and discovered that judges expect more from attorneys from the Department of Justice. And, I've found that I simply love this job! I think that the Department of Justice offers an unparalleled opportunity for attorneys to grow and grow quickly. At this point, I can't picture my life as an attorney without the ability and the responsibility to write my own briefs, do my own arguments, and make my own decisions about my cases. I am thankful that the Department has shown me how noble and rewarding being a lawyer can be."

Todd Kim

Honor Program Attorney
Environment and Natural
Resources Division



Jonathan Blackmer, a Trial Attorney in the Wildlife and Marine Resources Section of the Environment and Natural Resources Division (ENR), inspects a "heap leach" mine in South Dakota. (A mining company pulverizes a mountain into a "heap" of rock. It then drips cyanide onto the "heap", which causes gold to "leach" into a containment pond where it can be collected.) The containment pond at this mine had insufficient netting barriers to prevent migratory birds from drinking the cyanide-laced water. The U.S. Attorney for South Dakota and ENR filed criminal charges under the Migratory Bird Treaty Act; the company pled guilty and paid a fine.



Environment and Natural Resources Division summer law interns canoe through marshlands on the Patuxent River.

5. Environmental Defense Section (60)

- handles defensive and enforcement litigation in federal district and appellate courts in suits challenging the Government's administration of federal environmental laws (e.g., claims by industries that regulations are too strict or claims by environmental groups that Government standards are too lax)

6. General Litigation Section (70)

- ensures compliance with over 70 different statutes dealing with land management issues of federally owned properties and natural resources (e.g., National Environmental Policy Act, national forest management, National Historic Preservation Act, water rights, and offshore oil leasing cases)
- represents the United States in all legal and equitable claims asserted by Indian tribes on the grounds that the U.S. has not complied with its obligations to the tribes

7. Indian Resources Section (15)

- represents the United States in its trust capacity for individual Indians or Indian tribes (e.g., establishing land, water, hunting and fishing rights)

8. Land Acquisition Section (15)

- acquires land, either by direct purchase or through condemnation proceedings, for use by the Federal Government for purposes ranging from establishing public parks to creating missile sites

9. Policy, Legislation and Special Litigation Section (15)

- advises and assists the Assistant Attorney General on policy issues
- coordinates and directs the Division's legislative program, including appearances of Division witnesses before congressional committees
- litigates *amicus* cases and undertakes other special litigation projects



EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

Total No. of Attorneys: 370

No. of Honor Program Attorneys Hired Last Year: 27

Web address: www.usdoj.gov/eoir

Locations: Falls Church, VA; 52 immigration courts in 23 states

The Executive Office for Immigration Review (EOIR) is responsible for developing policies and directing activities related to the conduct of administrative hearings and appellate reviews on various matters of immigration law, including the determination of individuals' immigration status in the United States.

The majority of EOIR's attorneys are employed in the following four components (approximate number of attorneys, including law clerks, in each component is indicated in parentheses):

1. Office of the Director (including Office of General Counsel) (10)

- attorneys assist the management staff and component heads by interpreting laws and regulations, reviewing legislative initiatives, preparing regulations and statements of policy, and maintaining liaison with the private bar and other immigration interest groups
- attorneys administer programs under the Freedom of Information Act and Privacy Act, promote *pro bono* activities among Government and private attorneys, respond to complaints about improper conduct of immigration practitioners, and provide guidance on matters of ethics and legal procedure

2. Board of Immigration Appeals (120)


- quasi-judicial body of 18 permanent members with nationwide jurisdiction to hear appeals from certain decisions rendered by Immigration Judges and by District Directors or other officers of the Immigration and Naturalization Service
- staff attorneys assist the Board in researching cases, identifying salient issues of law and preparing decisions: they specialize in dealing with certain categories of cases and assist Board panels in determining the merits of certain cases for oral argument, *en banc* review or published decision

3. Office of the Chief Immigration Judge (220)

- Deputy and Assistant Chief Immigration Judges and the Counsel to the Chief Immigration Judge assist in overall policy direction and supervision of Immigration Courts in the field, recommending policy determinations, setting priorities, and streamlining court procedures
- Immigration Judges conduct formal administrative hearings and render decisions to adjudicate individual cases of aliens subject to removal from the United States, determining their eligibility for relief or other consideration under immigration law

4. Office of the Chief Administrative Hearing Officer (5)

- Administrative Law Judges (ALJs) conduct hearings and adjudicate cases arising under the provisions of the immigration law relating to unlawful employment of aliens, document fraud, and unfair immigration-related employment practices; the Chief Administrative Hearing Officer (CAHO) conducts administrative reviews of ALJ decisions in the first two categories of cases
- Attorneys-Advisors assist the ALJs in researching cases, identifying salient issues of law and preparing decisions; other staff attorneys do legal research and write analyses in support of the CAHO's administrative reviews of ALJ decisions



"My work at the Board of Immigration Appeals helps to create the social fabric of the United States. The stakes are high for those whose cases cross my desk. My review and interpretation directly impact the well being of individuals and families hoping to enter or to remain in the United States. As an Honor Program attorney, this important responsibility is challenging and rewarding. My primary duty at the Board is to prepare proposed orders in cases appealed from the decisions of either an Immigration Judge or the Immigration and Naturalization Service. Upon conclusion of each proposed order, I am confident that the fruits of my labor contributed to the betterment of society. In my experience, it is rare that a professional opportunity provides such an overwhelming sense of satisfaction."

Stacey Paddack
Honor Program Attorney
Executive Office for
Immigration Review

Special Note: People are often confused by the seemingly overlapping duties of EOIR and the Immigration and Naturalization Service (INS) and other Department offices handling immigration issues. EOIR was created in 1983 through an internal Department of Justice reorganization which combined the Board of Immigration Appeals with the Immigration Judge function previously performed by the Immigration and Naturalization Service. Besides establishing EOIR as a separate agency within the Department of Justice, this reorganization made the Immigration Courts independent of INS, the agency charged with enforcement of federal immigration laws (see page 26). EOIR is also separate from the Office of Special Counsel for Immigration Related Unfair Employment Practices in the Department's Civil Rights Division (see page 17) and the Office of Immigration Litigation in the Department's Civil Division (see page 15).



Immigration Judge Joan V. Churchill of the Executive Office for Immigration Review's Immigration Court in Alexandria, VA, consults with Judicial Law Clerk/Attorney-Advisor, Lisa G. Lewis.

FEDERAL BUREAU OF PRISONS

Total No. of Attorneys: 120

No. of Honor Program Attorneys Hired Last Year: 2

Web address: www.bop.gov

Locations: Washington, D.C.; regional offices in Annapolis Junction, MD; Atlanta; Dallas; Dublin, CA; Kansas City; Philadelphia

The Federal Bureau of Prisons (BOP) oversees the operation of the federal prison system, which presently consists of 94 penal institutions. BOP attorneys are employed either in the Central Office in Washington, D.C., in one of six Regional Offices located nationwide or in one of BOP's many penal institutions (approximate number of attorneys in each entity is indicated in parentheses):

1. Central Office (Office of General Counsel) (40)

This office is divided into eight branches:

Administrative Complaints and Ethics Branch

- manages administrative processing of Equal Employment Opportunity complaints and Government ethics program

Commercial Law Branch

- provides legal assistance and litigation support on a variety of issues, including Government contracts, land transactions and environmental, patent and trademark, copyright, and appropriations law

Criminal Litigation Branch

- manages criminal litigation and the inmate grievance procedure



Assistant General Counsel Paul Layer and attorney Kelly McDonald discuss trends in inmate litigation at the Federal Correctional Institution in Cumberland, MD, with Associate Warden Bill Henderson (standing).

Labor Law Branch

- provides legal advice to BOP management on labor management and personnel issues

Legal Administrative Branch

- processes Freedom of Information Act/Privacy Act (FOIA/PA) requests, assists in litigation of FOIA/PA cases, and coordinates BOP's rulemaking process

Legal Training and Review Branch

- oversees all legal training in BOP, including continuing professional education program, and conducts management reviews of BOP's legal operations

Legislative and Correctional Issues Branch

- drafts and reviews legislation that may affect BOP operations, and provides legal assistance on correctional issues such as inmates' rights and conditions of confinement

Litigation Branch

- oversees litigation filed against BOP and its staff and other litigation that has national impact on BOP programs and policies

2. Regional Offices (30) and Institutions (50)

(the majority of BOP's prisons contain either an attorney or paralegal who works closely with the legal staff in the Regional Office)

- provide litigation support to U.S. Attorneys' Offices for inmate litigation arising out of the prisons located within the region (generally 12 to 16 prisons) in the following types of lawsuits:
 - Bivens actions, claiming a federal employee has violated an inmate's constitutional rights (e.g., an allegation that the conditions of confinement within an institution are unconstitutional)
 - Federal Tort Claims Act suits (e.g., an allegation that BOP staff members were negligent in failing to prevent personal injury to an inmate)
 - petitions for writ of *habeas corpus* (e.g., an inmate's claim that the sentence imposed has not been properly computed)
- provide legal advice to regional office and prison administrators on a variety of legal issues involving constitutional, torts, contracts, administrative, labor and employment law
- Institution attorneys also assist with prosecution of crimes which occur at BOP facilities



"Working for the Federal Bureau of Prisons has presented the most challenging work of my life. In the nine months that I have served as Attorney-Advisor at the Federal Correctional Facility in Greenville, IL, I have served as second chair in two bench trials, actively assisted in preparing for a jury trial and assisted in preparation of oral arguments before the Eighth Circuit Court of Appeals. I also provide information to the U.S. Attorneys' Offices concerning litigation brought by inmates against the prison and staff members. The legal issues that I face are extremely varied. I have had the opportunity to work on medical malpractice claims. In addition, I have advised staff members on issues relating to access to the courts, due process rights during disciplinary proceedings, and a number of other issues. Each day presents a new experience."

Tracy Knutson
Honor Program Attorney
Federal Bureau of Prisons

IMMIGRATION AND NATURALIZATION SERVICE

Total No. of Attorneys: 610

No. of Honor Program Attorneys Hired Last Year: 23

Web address: www.ins.usdoj.gov

Locations: Washington, D.C.; 56 offices in 29 states

The mission of the Immigration and Naturalization Service is four-fold:


- to facilitate the entry of persons legally admissible as visitors or immigrants
- to grant benefits, including providing assistance to those seeking permanent resident status or naturalization
- to prevent unlawful entry, employment or receipt of benefits by those not entitled to them
- to apprehend or remove those aliens who enter or remain illegally in the United States

Attorneys play an integral role in fulfilling this mission. The role of the INS attorney is to:

- represent the INS in proceedings before the Executive Office for Immigration Review, including the Immigration Courts and the Board of Immigration Appeals (often involving detained aliens, many of whom have committed criminal offenses)
- represent the INS before Administrative Law Judges in employer sanctions and civil document fraud cases (e.g., conduct discovery, write briefs, negotiate settlements, and litigate cases, including preparation of appellate briefs if necessary)
- provide legal advice and assistance to the Commissioner of INS, District Directors, Sector Chiefs and their staffs
- provide litigation support in the issuance of reinstatement of removal orders, expedited removal orders and administrative removal orders by District Directors
- advise and represent INS in special interest and other sensitive cases, including terrorism and national security matters
- provide legal assistance in the formulation and implementation of regulations
- represent INS in contested naturalization and denaturalization hearings
- represent INS in labor-related cases (e.g., before the Merit Systems Protection Board, Equal Employment Opportunity Commission and the Federal Labor Relations Authority)
- issue legal opinions in novel and complex matters

Opportunities for specialization exist in several substantive areas of law, including:

- deportation and exclusion
- refugee protection
- employer sanctions
- civil document fraud
- criminal enforcement
- fine and fee collection
- labor law



"Four months after graduating from law school, with an experienced attorney at my side, I was representing the Immigration and Naturalization Service at hearings before Immigration Judges. Today, more than a year since my first day before an Immigration Judge, I still get a thrill when the Immigration Judge asks me for the Government's position. My professional role as an Assistant District Counsel for the Service is not about "winning" cases. When the laws allow someone to remain in the United States and justice warrants it, I have the authority to recommend a grant of such relief by the Immigration Judge. I am free to join in the joy and gratitude that many applicants express in such cases. However, when eligibility for relief is questionable, I must make sure that the Immigration Judge has all of the information necessary to make the appropriate decision."

Jennifer L. Castro
Honor Program Attorney
Immigration and
Naturalization Service

Recently, INS attorneys have:

- played an active role in negotiations with Vietnam, Cambodia and Laos to ensure that those countries accept the return of their nationals who are illegally in the United States
- spearheaded Department of Justice efforts to implement U.S. obligations under Article 3 of the Convention Against Torture, which prohibits the removal of any person to a place where he or she would be tortured
- been at the forefront of the development of the area of "social groups" for asylum purposes, analyzing and forming positions on asylum eligibility based on the applicant's gender, sexual orientation, or fear of female genital mutilation
- been involved in the case of the six-year-old Cuban boy, Elian Gonzalez, addressing issues of jurisdiction, parental rights, custody, international law, asylum, and immigration law, as well as responding to inquiries from the Administration, Congress, international organizations and foreign dignitaries regarding this case



Deborah Todd, an Assistant District Counsel with INS, advises James Stitzel, an Immigration Inspector, about legal issues relating to a passenger using a fraudulent passport at Dulles International Airport in Virginia.

TAX DIVISION

Total No. of Attorneys: 355

No. of Honor Program Attorneys Hired Last Year: 23

Web address: www.usdoj.gov/tax

Locations: Washington, D.C.

The primary mission of the Tax Division is to enforce the Nation's tax laws in federal and state courts and thereby generate revenue for the Federal Government. The Division handles virtually all civil litigation arising under the internal revenue law, except that in the U.S. Tax Court. Cases present a variety of legal issues involving federal tax law, bankruptcy law, constitutional law and state property law. The majority of the Division's attorneys are employed in the following three sections (approximate number of attorneys in each section is indicated in parentheses):

1. Appellate Section (50)

Appellate Section attorneys:

- handle appeals in civil tax cases (e.g., prepare briefs and present oral argument in U.S. Courts of Appeals and, on assignment from the Office of the Solicitor General, in the U.S. Supreme Court)
- review adverse court decisions and prepare recommendations as to whether an appeal should be taken



Honor Program attorneys Fred Wermuth (at podium), David Cheng (to his right), and Debra Podurgiel (seated, back to camera) participate in a mock trial at the conclusion of the annual Tax Division's Advocacy Institute. Trial Attorney Gerald Leedom serves as presiding judge.

2. Civil Trial Sections

(including six regional trial sections and the Court of Federal Claims Section) (190)

Civil trial attorneys handle all aspects of litigation, from inception through discovery, to trial or settlement, in the federal courts. These sections, along with the Criminal Enforcement Sections (see below), offer attorneys an opportunity to manage an active litigation docket and to appear in court early and often. Attorneys in the Civil Trial Sections:

- defend the government in tax refund and civil damages suits
- defend Internal Revenue Service (IRS) employees against suits for damages allegedly caused by them in the performance of their official duties
- defend the Secretary of the Treasury, Commissioner of Internal Revenue and other officials against suits testing the validity of federal tax regulations and rulings

3. Criminal Enforcement Sections

(including three regional trial sections and the Criminal Appeals and Tax Enforcement Policy Section) (105)

Attorneys in these sections:

- prosecute tax offenses
- review and analyze recommendations for prosecution of tax offenses received from IRS and U.S. Attorneys to determine whether prosecution should be authorized
- review requests to initiate or expand grand jury investigations arising under the Nation's internal revenue laws
- conduct and participate in grand jury investigations and prosecutions in complex and technical cases (e.g., financial institution fraud, health care fraud, organized crime activities and narcotics trafficking)

Recently, Tax Division attorneys have:

- obtained convictions against perpetrators of the largest motor fuels excise tax evasion scheme ever prosecuted involving the evasion of taxes of approximately \$140 million
- successfully defended the IRS's revocation of a church's tax exempt status based on prohibited involvement in political activities
- obtained convictions of individuals who evaded millions in federal income taxes by laundering money through off-shore bank accounts
- obtained convictions against six co-conspirators who filed false claims for tax refunds and attempted to intimidate IRS officers and federal judges by filing false liens against their properties
- successfully defended a tax refund suit brought by a large telecommunications company seeking investment tax credits in a case having a nationwide impact of approximately \$30 billion in tax revenue



"One of the main reasons I enjoy going to work everyday as a Trial Attorney for the Criminal Section of the Tax Division is that I know this job offers opportunities that are unparalleled in the legal profession for people who have just graduated from law school or recently completed a judicial clerkship. Within my first week, I was working on my assigned docket of cases and preparing to travel for discovery. Now I am preparing to begin a detail as a Special Assistant United States Attorney in the Washington, DC, office that will last for approximately four months. During the detail, I will have a chance to try misdemeanor trials involving such crimes as theft, drugs and assault. This detail is designed to provide new attorneys with a considerable amount of courtroom experience which will be invaluable when they begin trying larger, more complicated criminal tax cases."

Patrick M. Pericak
Honor Program Attorney
Tax Division

UNITED STATES ATTORNEYS' OFFICES

Total No. of attorneys: 4,835

Note: U.S. Attorneys' Offices do not hire entry level attorneys, but do recruit significant numbers of volunteer legal interns

Web address: www.usdoj.gov/usao/eousa/usao.htm

Locations: 94 offices nationwide

United States Attorneys are responsible for handling a significant portion of the criminal prosecutions and civil litigation on behalf of the Department of Justice and most other federal agencies. Assistant United States Attorneys (AUSAs) work in the following areas:

1. Criminal Work

Criminal work includes the coordination of investigations and prosecution of a wide range of criminal activities, including violent crime, terrorism, organized crime, computer fraud, environmental crime, public corruption, health care fraud, firearms violations, drug trafficking, money laundering, financial institutions fraud, asset forfeiture, and child support enforcement. Typically, AUSAs doing this type of work:

- supervise and conduct investigations (e.g., work with grand juries and criminal investigative agents, review evidence, interview witnesses, prepare search and seizure warrants, and conduct other work leading to trial)
- prepare criminal complaints and indictments
- negotiate and draft plea agreements
- prepare for and conduct jury and court trials
- brief and argue appeals


2. Civil Work

Civil work involves:

- initiating affirmative litigation and other civil cases to assert and protect the interests of the United States (e.g., enforcement of environmental, public safety, health care, fair housing and Government program fraud laws)
- defending the interests of the Government in lawsuits filed against the United States (e.g., tort and employment discrimination claims against federal agencies and judicial review of various administrative rulings)
- enforcing the financial and property interests of the Federal Government in civil and criminal collections, real estate foreclosures and bankruptcy proceedings

Typically, AUSAs doing this type of work:

- conduct legal research on affirmative and defensive civil issues
- draft motions to dismiss and for summary judgment and other pleadings
- conduct depositions and pursue other fact discovery
- interview lay fact witnesses and expert witnesses
- appear in court for motion hearings and settlement conferences



On April 19, 1995, a bomb exploded, killing 168 people, wounding hundreds of others and destroying the Alfred P. Murrah Federal Building in Oklahoma City. U.S. Attorneys' Offices participated in the successful prosecution of the persons responsible.

- prepare for and conduct jury and court trials
- brief and argue appeals

Recently, the United States Attorneys' offices have:

- achieved a major victory against organized crime when the "consigliere" and street boss of the Genovese organized crime family was sentenced to life in prison without the possibility of parole, as a result of his conviction for racketeering, murder and other offenses
- successfully prosecuted the former president of the New Haven Chapter of the Almighty Latin King Nation for the murder of an innocent bystander, attempted murder, Racketeer Influenced Corrupt Organization (RICO) charges, RICO conspiracy and drug offenses
- obtained a guilty plea from a defendant to a 14-count indictment charging him with leading a violent, criminal enterprise that brought large amounts of cocaine and marijuana into the New Orleans area, and who was responsible for eight drug-related murders
- in a significant health care fraud case, obtained a conviction against the owner and president of Clinitec Laboratory on multiple counts of conspiracy, false claims, and kickback violations for defrauding Medicare and Medicaid by billing for false laboratory tests and paying kickbacks to nursing homes who used their lab services
- brought charges against a corporation that operates a major cruise line, resulting in a sentence of five years of probation, and a \$2 million fine, for illegally dumping oily, unprocessed bilge water into Alaskan waters, in violation of the Act to Prevent Pollution from Ships
- reached a settlement with a major, metropolitan housing authority which agreed to pay \$1.5 million in damages and legal fees to tenants who were subjected to racial harassment and physical violence while living at four of its housing developments



Attorney General Janet Reno addresses Honor Program attorneys at a reception held in their honor in February, 2000.

UNITED STATES TRUSTEES' OFFICES

Total No. of Attorneys: 320
Web address: www.usdoj.gov/ust
Locations: 93 offices nationwide

The United States Trustee Program supervises the administration of bankruptcy cases nationwide in order to protect the integrity of the bankruptcy system. The Program consists of an Executive Office for U.S. Trustees in Washington, D.C., as well as offices located in each of the federal judicial districts (with the exception of Alabama and North Carolina).

Bankruptcy law is an important and dynamic aspect of the free market economy. The work in the Program's 93 regional/field offices gives attorneys an opportunity to develop expertise in a valuable and constantly evolving area of the law.

Among other things, Program attorneys:

- appear in court, almost daily, to ensure that bankruptcy cases are fairly and expeditiously administered. For example, attorneys may: represent the public interest in objecting to a proposed Chapter 11 reorganization plan because the debtor is dissipating assets; contest excessive professional fees in bankruptcy cases under Chapter 7 or 11; seek dismissal of a Chapter 7 bankruptcy filing that constitutes a "substantial abuse" of the bankruptcy system; or pursue civil remedies against non-attorney "petition preparers" who violate the law governing their activities
- in Chapter 11 business reorganizations, ensure that cases are administered expeditiously, that creditors' interests are adequately represented and that retained professionals act with economy and dispatch
- work closely with the United States Attorneys, the FBI, and other law enforcement agencies to investigate and prosecute bankruptcy fraud cases
- monitor the private trustees whom the Program appoints to administer Chapter 7, 11 and 13 bankruptcy cases

In addition, the Executive Office of U.S. Trustees (EOUST) in Washington, D.C. oversees the Program's substantive operations and handles its administrative functions.

EOUST attorneys:

- handle appeals
- coordinate litigation of cases of first impression
- provide legal advice to the U.S. Trustees
- develop legislative proposals
- manage congressional correspondence
- respond to Freedom of Information Act requests
- handle ethics issues

Recently, Program attorneys have:

- played a key role in enforcement actions against retailers who were engaging in improper debt collection procedures, culminating in a settlement for \$60 million -- the largest criminal penalty ever paid in a bankruptcy fraud case
- obtained disgorgement or reduction of millions of dollars in legal fees from law firms that failed to disclose actual or potential conflicts in legal representation
- successfully pursued scam operators who unlawfully used the bankruptcy system to prey upon families facing foreclosure

COMPONENTS WITH FEWER THAN 100 ATTORNEYS

DRUG ENFORCEMENT ADMINISTRATION

Total No. of Attorneys: 45
No. of Honor Program Attorneys Hired Last Year: 2
Web address: www.usdoj.gov/dea
Location: Washington, D.C.

As the primary narcotics enforcement agency for the Federal Government, enforces the Controlled Substances Act and related federal statutes. The Office of Chief Counsel serves as legal counsel to the Drug Enforcement Administration (DEA), providing advice to DEA managers and employees on all aspects of the agency's operations worldwide. DEA is divided into seven sections: Domestic Criminal Law Section, International Law Section, Civil Litigation Section, Administrative Law Section, Diversion/Regulatory Litigation Section, Diversion/Regulatory Policy Section, and Legal Training Unit.



Honor Program attorney Christopher Coffin, Attorney General Janet Reno and DEA Chief Administrative Law Judge, Mary Ellen Bittner.

EXECUTIVE OFFICE FOR U.S. ATTORNEYS

Total No. of Attorneys: 35
Web Address: www.usdoj.gov/usao/eousa
Location: Washington, D.C.

Provides the 94 U.S. Attorneys' offices with executive assistance and direction, policy development, administrative direction, operational support and coordination with other components of the Department and other federal agencies. The majority of the legal work in the Executive Office for U.S. Attorneys is performed by attorneys in the following components: Legal Counsel Office, Legal Programs Staff, Counsel to the Director Staff, Freedom of Information Act/Privacy Act Staff, and the Office of Legal Education.

FEDERAL BUREAU OF INVESTIGATION

Total No. of Attorneys: 65
No. of Honor Program Attorneys Hired Last Year: 1
Web address: www.fbi.gov
Location: Washington, D.C.

As the primary investigative arm of the Federal Government, enforces certain federal statutes and conducts sensitive investigations into organized crime, public corruption, civil rights violations, terrorism, interstate criminal activity, and fugitive and drug-trafficking matters, among others. The Office of General Counsel furnishes legal advice to the Director and other Federal Bureau of Investigation (FBI) officials, researches legal questions concerning law enforcement matters and supervises civil litigation and administrative claims involving the FBI, its personnel and records.

OFFICE OF INFORMATION AND PRIVACY

Total No. of Attorneys: 20
No. of Honor Program Attorneys Hired Last Year: 1
Web address: www.usdoj.gov/oip
Location: Washington, D.C.

Manages the Department's responsibilities related to the Freedom of Information Act (FOIA) and the Privacy Act (PA), including coordinating and implementing policy development and compliance, handling FOIA and PA litigation and deciding all appeals from denials by any Department component of access to information under those Acts.



OFFICE OF THE INSPECTOR GENERAL

Total No. of Attorneys: 15
Web address: www.usdoj.gov/oig
Location: Washington, D.C.

Promotes economy, efficiency and effectiveness within the Department and enforces criminal and civil laws, regulations and ethical standards within the Department by investigating individuals and organizations who are allegedly involved in financial, contractual or criminal misconduct in Department programs and operations.

OFFICE OF INTELLIGENCE POLICY AND REVIEW

Total No. of Attorneys: 20
Web address: www.usdoj.gov/oipr
Location: Washington, D.C.

Advises the Attorney General on all matters relating to the national security activities of the United States, prepares and files all applications for electronic surveillance and physical search under the Foreign Intelligence Surveillance Act and assists government agencies by providing legal advice on matters of national security law and policy.

JUSTICE MANAGEMENT DIVISION

Total No. of Attorneys: 40
Web address: www.usdoj.gov/jmd
Location: Washington, D.C.

Provides assistance to senior management officials relating to basic Department policy for evaluation, budget and financial management, personnel management and training, equal opportunity programs, automatic data processing and telecommunications, security, records management, procurement, real property and material management. The majority of the legal work carried out in the Justice Management Division is performed by 11 attorneys in the Office of General Counsel, which provides legal advice on a wide range of issues affecting the administration of the Department's programs.

OFFICE OF JUSTICE PROGRAMS

Total No. of Attorneys: 40
Web address: www.ojp.usdoj.gov
Location: Washington, D.C.

Provides federal leadership, coordination and assistance to make the Nation's justice system more efficient and effective in preventing and controlling crime, by collecting statistical data and conducting analyses, identifying emerging criminal justice issues, developing and testing promising approaches to address these issues, evaluating program results and disseminating these findings to state and local governments. The majority of the legal work carried out in the Office of Justice Programs is performed by 17 attorneys in the Office of General Counsel and by ten attorneys in the Office of Civil Rights.

OFFICE OF LEGAL COUNSEL

Total No. of Attorneys: 20
Web address: www.usdoj.gov/olc
Location: Washington, D.C.

Assists the Attorney General in her function as legal advisor to the President and all executive branch agencies, drafts legal opinions of the Attorney General and also provides its own written opinions and oral advice in response to requests from the Counsel to the President, the various agencies of the executive branch and offices within the Department. The Office of Legal Counsel is also responsible for providing legal advice to the executive branch on all constitutional questions and reviewing pending legislation for constitutionality.

U.S. MARSHALS SERVICE

Total No. of Attorneys: 15
Web address: www.usdoj.gov/marshals
Location: Washington, D.C.

Protects the federal courts and ensures the effective operation of the judicial system (e.g., prisoner transportation, service and execution of court orders, court and judicial security and witness protection). The Office of General Counsel provides legal assistance to the Director and headquarters officials, as well as to U.S. Marshals nationwide.

OFFICE OF POLICY DEVELOPMENT

Total No. of Attorneys: 25
Web address: www.usdoj.gov/opd
Location: Washington, D.C.

Plans, develops and coordinates the implementation of major policy initiatives of high priority to the Department and the Administration and represents the Department in the Administration's judicial selection process for Article III judges.

OFFICE OF PROFESSIONAL RESPONSIBILITY

Total No. of Attorneys: 20
Web address: www.usdoj.gov/opr
Location: Washington, D.C.

Investigates allegations of misconduct made against Department of Justice attorneys in connection with their duties to investigate, represent the Government in litigation or provide legal advice, and prepares reports for the Attorney General and Deputy Attorney General concerning the results of the investigations.

COMPONENTS WITH 10 ATTORNEYS OR FEWER

OFFICE OF COMMUNITY ORIENTED POLICING SERVICES

Total No. of Attorneys: 5

Web address: www.usdoj.gov/cops

Advances community policing, including the hiring of 100,000 additional community policing officers, through grants.

COMMUNITY RELATIONS SERVICE

Total No. of Attorneys: 1

Web address: www.usdoj.gov/crs

Assists state and local officials with preventing and resolving racial and ethnic conflict, violence and civil disorders.

OFFICE OF DISPUTE RESOLUTION

Total No. of Attorneys: 2

Web address: www.usdoj.gov/odr

Develops policy guidelines and provides training on the application of alternative dispute resolution techniques in civil litigation matters.

FOREIGN CLAIMS SETTLEMENT COMMISSION

Total No. of Attorneys: 2

Web address: www.usdoj.gov/fcsc

Adjudicates claims of U.S. nationals against foreign governments, either under specific jurisdiction conferred by Congress or pursuant to international claims settlement agreements.

OFFICE OF INTERGOVERNMENTAL AFFAIRS

Total No. of Attorneys: 3

Web address: www.usdoj.gov

Coordinates the relationships of the Attorney General and other leadership officials with state and local government and the interest groups which represent them.

INTERNATIONAL CRIMINAL POLICE ORGANIZATION - UNITED STATES NATIONAL CENTRAL BUREAU (INTERPOL)

Total No. of Attorneys: 1

Web address: www.usdoj.gov/usncb

Promotes international law enforcement by exchanging criminal investigative information with other INTERPOL member countries.

OFFICE OF LEGISLATIVE AFFAIRS

Total No. of Attorneys: 9

Web address: www.usdoj.gov/ola

Responsible for liaison between the Department of Justice and Congress, the Office of Legislative Affairs prepares reports and recommendations with respect to pending legislation, coordinates efforts to advise the Congress on the Department's views and secure enactment of the Department's legislative agenda and assists the Department's and judicial nominees in the confirmation process.

NATIONAL DRUG INTELLIGENCE CENTER

Total No. of Attorneys: 1

Web address: www.usdoj.gov/ndic

Coordinates strategic organizational drug intelligence to produce analyses regarding the structure, membership, finances, communication, transportation and other activities of drug trafficking organizations.

OFFICE OF THE PARDON ATTORNEY

Total No. of Attorneys: 6

Web address: www.usdoj.gov/pardon

Investigates and reviews all requests for executive clemency and prepares the Department's recommendation to the President for final disposition of each application.

PROFESSIONAL RESPONSIBILITY ADVISORY OFFICE

Total No. of Attorneys: 2

Web address: www.usdoj.gov

Provides advice and guidance to Department attorneys on issues relating to professional responsibility.

U.S. PAROLE COMMISSION

Total No. of Attorneys: 5

Web address: www.usdoj.gov/uspc

Grants, modifies or revokes paroles of eligible prisoners; supervises parolees and prisoners released upon the expiration of their sentences with allowances for statutory good time and determines supervisory conditions and terms.

OFFICE OF TRIBAL JUSTICE

Total No. of Attorneys: 3

Web address: www.usdoj.gov/otj

Coordinates all Department of Justice activities relating to federally recognized Indian tribes.

U.S. DEPARTMENT OF JUSTICE - FIELD OFFICE LOCATIONS EMPLOYING ATTORNEYS

| | EOIR | INS | UST | USAO | Other |
|---|---|---|--|---|--|
| Alabama Birmingham Montgomery Mobile | | | | • • • | |
| Alaska Anchorage | | • | • | • | |
| Arizona Eloy Florence Phoenix Tucson Yuma | • • • • • | • • • • • | • | • | |
| Arkansas Little Rock Fort Smith | | | • | • • | |
| California Dublin El Centro Fresno Imperial Laguna Niguel Los Angeles Oakland Otay Mesa Sacramento San Bernadino San Diego San Francisco San Jose San Pedro Santa Ana | • • • • • • • • • | • • • • • • • • • | • • • • • • • • | • • • • • | BOP ATR |
| Colorado Denver | • | • | • | • | |
| Connecticut Hartford New Haven | • | • | • | • | |
| Delaware Wilmington | | | | • | |
| Florida Bradenton Krome Miami Orlando Pembroke Pines Tallahassee Tampa | • • • • • | • • | • • • | • • | |
| Georgia Atlanta Augusta Macon Savannah | • | • | • • | • • | ATR, BOP |
| Guam Agana | | | • | • | |
| Hawaii Honolulu | • | • | • | • | |
| Idaho Boise | | | • | • | |

| | EOIR | INS | UST | USAO | Other |
|---|--------------------|--------------------|--------------------|--------------------|-------|
| Illinois Chicago Fairview Hgts. Peoria Springfield | • | • | • • | • • | ATR |
| Indiana Dyer Indianapolis South Bend | | | • • | • • | |
| Iowa Cedar Rapids Des Moines | | | • • | • • | |
| Kansas Kansas City Wichita | | | • | • | BOP |
| Kentucky Lexington Louisville | | | • • | • • | |
| Louisiana Baton Rouge New Orleans Oakdale Shreveport | • • | • • | • • | • • | |
| Maine Portland | | | • | • | |
| Maryland Annapolis Jct. Baltimore Greenbelt | • | • | • • | • | BOP |
| Massachusetts Boston Worcester | • | • | • • | • | |
| Michigan Detroit Grand Rapids | • | • | • • | • • | |
| Minnesota Bloomington Minneapolis St. Paul Twin Cities | • • | • • | • | • | |
| Mississippi Jackson Oxford | | | • | • • | |
| Missouri Kansas City St. Louis | | • | • • | • • | |
| Montana Billings Great Falls Helena | | • | • | • | |
| Nebraska Lincoln Omaha | | • • | • | • | |
| Nevada Las Vegas Reno | • | • | • | • | |

| | EOIR | INS | UST | USAO | Other |
|---|---|---|---|---|----------|
| New Hampshire Concord Manchester | | | • | • | |
| New Jersey Elizabeth Newark | • • | • | • | • | |
| New Mexico Albuquerque | | | • | • | |
| New York Albany Batavia Brooklyn Buffalo Fishkill Garden City Jamaica New York Rochester Syracuse Ulster Utica | • • • • • • • • • • • • • | • • • • • • • • • • • • • | • • • • • • • • • • • • • | • • • • • • • • • • • • • | ATR |
| North Carolina Charlotte Greensboro Raleigh | | | | • • • | |
| North Dakota Fargo | | | | • | |
| Northern Mariana Islands Saipan | | | | • | |
| Ohio Cincinnati Cleveland Columbus | | • | • • • | • • • | ATR |
| Oklahoma Muskogee Oklahoma City Tulsa | | | • • | • • | |
| Oregon Eugene Portland | • • | • • | • • | • • | |
| Pennsylvania Harrisburg Philadelphia Pittsburgh Scranton York | • • • • • | • • • • • | • • • • • | • • • • • | ATR, BOP |
| Puerto Rico Hato Rey San Juan | • • | • • | • • | • • | |
| Rhode Island Providence | | | • | • | |
| South Carolina Columbia | | | • | • | |
| South Dakota Sioux Falls | | | • | • | |

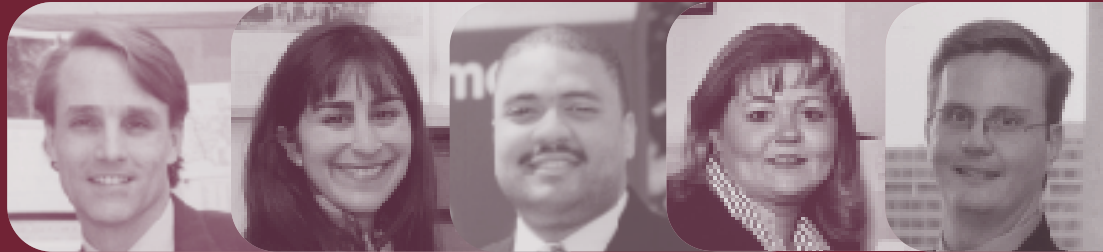
| | EOIR | INS | UST | USAO | Other |
|---|---|---|---|--|----------|
| Tennessee Chattanooga Knoxville Memphis Nashville | • | • | • • • • | • • • • | |
| Texas Austin Beaumont Corpus Christi Dallas Del Rio El Paso Fort Worth Harlingen Houston Huntsville Laredo Los Fresnos Marfa McAllen San Antonio Tyler | • • • • • • • • • • • • • • • • • | • • • • • • • • • • • • • • • • • | • • • • • • • • • • • • • • • • • | • • • • • • • • • • • • • • • • • • | ATR, BOP |
| Utah Salt Lake City | | | • | • | |
| Vermont Burlington St. Albans Swanton | | • • • | | • | |
| Virgin Islands St. Thomas | | | | • | |
| Virginia Alexandria Arlington Falls Church Norfolk Richmond Roanoke | • • • • • • • | • • • • • • • | • • • • • • • | • • • • • • • | |
| Washington Seattle Spokane | • • | • • | • • | • • | |
| West Virginia Charleston Wheeling | | | • • | • • | |
| Wisconsin Madison Milwaukee | | | • • | • • | |
| Wyoming Cheyenne | | | • | • | |

ATR Antitrust Division
BOP Federal Bureau of Prisons
EOIR Executive Office for Immigration Review
INS Immigration and Naturalization Service
USAO U.S. Attorneys' Office
UST U.S. Trustees' Office



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The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.



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SUMMER LAW INTERN PROGRAM
LEGAL INTERN PROGRAM**

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